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I respectfully request that this be included in the April meeting if possible.

I, Cassandra Billiot, am currently employed full time by the St. Tammany Parish Coroner's Office. I currently hold the position of Forensic Nurse Examiner. My current role is to perform Sexual Assault exams at hospitals in St. Tammany Parish, Washington Parish, Tangipahoa Parish, St. Helena Parish, and Livingston Parish. My current job duties are to perform forensic exams on patients ages 13 and up who report to these hospitals within 96 hours of their assault. During these exams I evaluate the patient for any acute medical needs, collect evidence, and evaluate and photograph injuries. I also testify in court as needed for these cases. I assist in the St. Tammany Parish Coroner's Office in collecting evidence during postmortem exams, issuing orders of protective custody, and documenting reports of the deaths of hospice patients.

I have been offered a part time employment opportunity with The Haven, a nonprofit organization that runs a Sexual Assault Nurse Examiner Program in addition to providing other services for survivors of sexual assault. The Haven's SANE program currently serves Assumption, Lafourche, and St. John Parishes. Expected job responsibilities would be to review the documentation of their nurses, assist in training the nurses who perform exams for the program, and assist with the development of policies and procedures of their program. I would not be performing the exams for this program, only mentoring the nurses as needed.

St. Tammany Parish Coroner's Office has no current business relationship with The Haven. The St. Tammany Parish SANE program does not serve any of the hospitals served by The Haven SANE program. I would appreciate an official opinion from the Ethics Board to ensure that there is no conflict of interest and that I am not receiving outside funds for performance of my current job duties. Please feel free to contact me for any additional information needed.

Thank You,



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